

C O N F I D E N T I A L

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 12 July 1988

1. Status of Tasks Assigned by Senior Management:

25X1

2. Major Events That Have Occurred During the Preceding Week:

25X1

a. [] has completed a review of Federal Acquisitions Circular 84-36 to determine whether changes in such regulations merit Agency alternative regulations. []

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b. [] reports that all articles for the next Procurement Newsletter have been received and that the newsletter is expected to be forwarded to Printing and Photography Group for printing during the last week in July. It will be distributed in August 1988. []

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c. [] represented OL/PMS in a meeting with [] Chief, Agency Contracts Group. OL on the subject of reducing transactional costs. [] prepared a response for the Office of Logistics Planning Officer in which Acting Chief, PMS concurred. []

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25X1 d. [] reports that additional fine tuning of the
NOMAD Data Base is ongoing. The new database was utilized to
25X1 provide the Administrator of the Contract Officer Intern Program
(COIP) with up-to-date training records on the twenty-six interns
25X1 presently in the program. []

25X1 e. [] responded to a Personnel & Training Staff, OL
25X1 request for a summarization of FY-87 training conducted by OL/PMS.
[]

25X1 f. Fifteen bidders' requests were reviewed and submitted to the
appropriate components for their review and possible use. []

25X1 g. [] received 75 bound xerox copies of the
Contract Team Automation Working Group's final report from P&PG.
25X1 These copies are ready for distribution to group chiefs, contract
team chiefs, and other interested parties. []

25X1 h. PMS received two more IBM PCs which will be connected into
the PMS Local Area Network (LAN). This LAN will be used to
25X1 communicate with the prototype LAN to be set up for a contract team,
25X1 thus contributing to the test and evaluation of the prototype. []

25X1 j. Notices of the upcoming Office of Development and
Engineering PMR were released to the appropriate offices. The on
site portion of the review of the Collection Systems Group will
25X1 begin on or about 4 August. []

25X1 k. A total of 331 contract actions and 120 amendment actions
were input into the CONIF database. CONIF continues to suffer
25X1 sporadic system downtime. []

25X1 l. The Final Report from the Contract Team Automation Working
Group was presented to the ADP Task Force on Monday 11 July 1988.
The concept of local area networks (LAN) for contract teams was well
received by the group. A decision on immediate procurement of
hardware and software for the CORE team testbed was postponed
pending consideration for two other LANs proposed for the Office of
25X1 Logistics. []

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*Final
Assessment
ADP.T.F.
Approved*

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25X1 m. [] participated in the Office of *why?*
25X1 Communications Familiarization Course held on 11 and 12 July 1988 at
[]

25X1 n. [] is participating in the Office of Logistics
25X1 Orientation course from 11 through 13 July 1988. []

25X1 o. [] was notified that her tentative one-month
25X1 TDY assignment [] was cancelled. She will be on annual leave
25X1 from 11 July through 15 July 1988. []

3. Upcoming Events:

25X1 OL/PMS will continue to keep management apprised of any
significant upcoming events as they arise. []

4. Management Activities and Concerns:

25X1 The system's downtime being experienced by CONIF is causing a
loss of productivity and may also require increased overtime. The
specifics of the situation are being documented so that follow-on-
action with OIT can be taken to alleviate the problem. []

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